

# PREPARING YOU AND YOUR STAFF FOR ELECTRONIC FILING

U.S. Bankruptcy Court  
Southern District of Iowa

For general information please visit the court's Web Site - [www.iasb.uscourts.gov](http://www.iasb.uscourts.gov)

- Electronic Case Filings
- What's New in CM/ECF?

## FIRST STEPS:

1. Purchase Adobe Acrobat Writer. The price is approximately \$250.00. For more information go to: [www.adobe.com](http://www.adobe.com)
2. Internet access for all employees, from attorneys to support staff.
3. Internet access must be either Cable modem or DSL access.
4. Knowledge of your bankruptcy petition software capabilities with electronic filing capabilities. Use your bankruptcy software help desk for assistance.

## TRAINING:

You and your staff must be familiar with these basic computer functions:

- ☐ Opening and closing programs
- ☐ Moving, minimizing and maximizing windows
- ☐ Operating menus, text fields, drop down list boxes, scroll bars and other windows objects with a mouse and a keyboard
- ☐ Switching between programs using the mouse and the keyboard
- ☐ Understanding of files and directories and file system hierarchy
- ☐ Using file browse dialog boxes
- ☐ Selecting multiple items from a list

You and your staff must be familiar with these Internet browser functions:

- ☐ Finding the Court's website at [www.iasb.uscourts.gov](http://www.iasb.uscourts.gov)
- ☐ Using the *Forward* and *Backward* buttons
- ☐ Setting up bookmarks
- ☐ Clicking on check boxes using the mouse
- ☐ Typing in text boxes
- ☐ Downloading files
- ☐ Printing documents
- ☐ Setting your home page address
- ☐ Using hyperlinks

You and your staff must be familiar with PDF (Portable Document Format) files:

- ❑ Locating and printing files using Acrobat Reader
- ❑ Saving and printing files using Acrobat Writer
- ❑ Creating and saving PDF documents from a word processing software or bankruptcy software.
- ❑ Inserting pages into existing PDF document.

### **Computer Training Firms:**

Computer training for all of the above can be obtained from local computer training firms. The following list provides examples of the organizations providing this training. The court is not recommending or endorsing any particular training organization.

New Horizons Computer Learning Centers  
Integrated Software Solutions  
Executrain  
Area Community Colleges

### **Court Assistance:**

If you need additional assistance, please contact Donna Clark at (515) 284-6230, ext. 2834 or Ginny Satterstrom at (515) 284-6230, ext. 2843.